

## **JMJ COLLEGE FOR WOMEN (AUTONOMOUS), TENALI**

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms and other infrastructure facilities**

Policy for maintaining the infrastructure is designed developed and revised keeping in view of the statutory requirements, technological developments, infrastructure need and the guidance of the College Governing Body.

The college has 46 non-teaching staff (including 22 aided) for maintenance of Instrumentation Centre, Science Laboratories, landscapes and parking. The Campus Ministry in charge person is meant exclusively for the maintenance of the infrastructure facilities and for the entire college campus. Staffs are allotted block wise, for the daily cleaning and maintenance of the classrooms. Under Earn-while-you-learn programme, 15 students are also employed as part-timers for maintenance of library, laboratory equipments besides the staff in the library and laboratories. The Computer Program Officers take care of the computers, Lap tops, Smart Class rooms, installation and maintenance of CCTV cameras, LED displays and touch screen devices. Besides, the security guards are outsourced through registered security agency for the campus security.

The Campus Ministry incharge takes care of the general maintenance. Sophisticated instruments and equipment are under Annual Maintenance Contracts. Non-regular works such as repairs, painting, carpentry, etc. are outsourced.

#### **Maintenance of Classrooms, Furniture and Laboratories**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

#### **Maintenance of Sports and Games Facility**

The sports equipments, fitness equipments, ground and courts are supervised and maintained by the Physical Directress. Gymnasium and playgrounds are maintained regularly by the Physical Education Department with the support of the Non-teaching staff allotted for cleaning the playgrounds and maintaining the Gymnasium.

Besides these, the following steps are taken to make the campus user-conducive:

- ❖ Classroom furniture are checked and repaired regularly.
- ❖ Gardening and watering plants are systematically done with the use of pipes and sprinklers.
- ❖ Electrical and electronic repairs are done by the regular staff in the college campus as per the call registered with Principal and Heads of the departments.
- ❖ The entire campus is cleaned through our staff and outsourcing.

- ❖ Gymnasium and Play grounds are maintained by a regular Physical Director and her team.
- ❖ The college maintains healthy ambience through eco-awareness displays like Plastic Free Campus and Litter-Free Area.
- ❖ The grounds and various Sports courts are always maintained to be ready for the smooth conduct of the events.
- ❖ Draining system and Rainwater harvesting pits are established to reduce the effect of water logging.
- ❖ The campus is illuminated with automated solar powered lamps and LED tubes.
- ❖ Cleaning of the campus areas including the academic and administrative buildings is done daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the Campus Ministry incharge.